

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS  
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT County Counsel	(2) MEETING DATE 10/4/2016	(3) CONTACT/PHONE Neil Warner, Administrative Services Officer II 805-781-5412	
(4) SUBJECT Request to amend the FY 2016-17 Fixed Asset List for Fund Center 111 – County Counsel to add one multifunction copier/printer/scanner at a cost of \$7,000. All Districts.			
(5) RECOMMENDED ACTION It is recommended that the Board authorize a change to the County Counsel's FY 2016-17 Fixed Asset List to include the addition of one multifunction copier/printer/scanner. The estimated cost is \$7,000.			
(6) FUNDING SOURCE(S) Capital Outlay - Equipment	(7) CURRENT YEAR FINANCIAL IMPACT \$7,000.00	(8) ANNUAL FINANCIAL IMPACT \$0.00	(9) BUDGETED? Yes
(10) AGENDA PLACEMENT <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Presentation <input type="checkbox"/> Hearing (Time Est. ____ ) <input type="checkbox"/> Board Business (Time Est. ____ )			
(11) EXECUTED DOCUMENTS <input type="checkbox"/> Resolutions <input type="checkbox"/> Contracts <input type="checkbox"/> Ordinances <input checked="" type="checkbox"/> N/A			
(12) OUTLINE AGREEMENT REQUISITION NUMBER (OAR) N/A		(13) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: <input type="checkbox"/> 4/5 Vote Required <input checked="" type="checkbox"/> N/A	
(14) LOCATION MAP N/A	(15) BUSINESS IMPACT STATEMENT? No	(16) AGENDA ITEM HISTORY <input checked="" type="checkbox"/> N/A    Date: _____	
(17) ADMINISTRATIVE OFFICE REVIEW <i>Nikki Schmidt</i>			
(18) SUPERVISOR DISTRICT(S) All Districts			

# County of San Luis Obispo



TO: Board of Supervisors

FROM: County Counsel / Neil Warner, Administrative Services Officer II  
805-781-5412

DATE: 10/4/2016

SUBJECT: Request to amend the FY 2016-17 Fixed Asset List for Fund Center 111 – County Counsel to add one multifunction copier/printer/scanner at a cost of \$7,000. All Districts.

## **RECOMMENDATION**

It is recommended that the Board authorize a change to the County Counsel's FY 2016-17 Fixed Asset List to include the addition of one multifunction copier/printer/scanner. The estimated cost is \$7,000.

## **DISCUSSION**

County Counsel plans to replace a Savin multifunction printer/copier/scanner which is constantly out of service due to old age and the difficulty in finding replacement parts.

Counsel's new multifunction printer/copier/scanner will be the primary machine used by Counsel staff for most printing, copying, and scanning jobs. Counsel's current primary multifunction unit, a Kyocera, will be moved to the back-up role formerly occupied by the aging Savin which will be properly retired.

## **OTHER AGENCY INVOLVEMENT/IMPACT**

N/A

## **FINANCIAL CONSIDERATIONS**

The cost of the multifunction printer/copier/scanner is estimated to be \$7,000. The funding will come from County Counsel's budget. No additional money from General Fund is required.

## **RESULTS**

This purchase will help ensure that County Counsel's work proceeds uninterrupted regardless of equipment failure.